

# National Register of Historic Places and Virginia Landmarks Register Nomination Process

In the nomination process, the Department of Historic Resources (DHR) regional office staff members (see regional lists for areas and contacts) review national register nomination drafts prepared by the applicant to ensure that the nomination meets the standards set by the National Park Service. The national register nomination form is used to nominate properties to both the National Register of Historic Places and the Virginia Landmarks Register. Although any person may propose a nomination to the registers, properties may not be listed in the registers over the objection of the owner, or in the case of a historic district, a majority of the owners. The department actively seeks the early participation of owners in the registration process, which may take six to 18 months to complete.

## The Process

1. Applicant completes and submits to the regional office a typed, first draft of the nomination with all required supporting materials, including completed forms, photographs, site plan, owner-of-record form, and names and address of property owners and adjacent property owners. (See National Register Check List)
2. Regional office staff returns the draft to the applicant with comments and requests for any additional information or materials needed to complete the nomination.
3. When the Regional office staff determines that the national register nomination is complete, it is forwarded to the national register manager in the DHR central office in Richmond. The nomination will be placed on the agenda of the earliest meeting of the State Review Board and Board of Historic Resources that allows DHR to meet its notification responsibilities: **30-day notice** for most individually eligible properties, **60-day notice** for historic districts to allow for information meeting, and **60-day notice** for any property within the jurisdiction of a Certified Local Government.
4. For individually eligible properties, DHR staff sends a letter to the owner, applicant, and chief elected local official 30 days prior to the State Review Board and Historic Resources Board meeting. The letter informs them of the meeting date and location and the rights of property owners to comment or object to listing in the National Register of Historic Places and the Virginia Landmarks Register. Notice of the date and location of the meeting is also sent to owners of properties adjacent to the property proposed for listing. In the case of a historic district, DHR publishes legal notices in the local paper and holds an informational meeting more than 30 days in advance of the board meeting so that residents have the opportunity to ask questions about the register programs and process. The department also notifies by letter each owner of a property within and adjacent to the proposed district, as well as the chief elected local official, informing them of the dates and sites of the public information meeting as well as the State Review Board and Board of Historic Resources meeting.
5. A Certified Local Government participates in the process more actively than other local governments. 60 days before the nomination of a property within the jurisdiction of a Certified Local Government is submitted to the State Review Board, notification letters and copies of the national register nomination are sent to local officials and the chairperson of the Architectural Review Board established by the Certified Local Government. The State Review Board considers at its meeting any comments submitted by these Certified Local Government officials.
6. Prior to the State Review Board and Board of Historic Resources meeting, the department provides each board member copies of all national register nominations to be considered.

7. State Review Board and Board of Historic Resources meetings are open to the public. Interested parties may make presentations to the boards at the discretion of the chairpersons. At the meeting, Department staff present the nominations to the board members with a brief statement and a few representative photographs.
8. The boards may defer consideration of the nomination and request additional information or proceed to vote on the approval of the nomination at the meeting.
9. If the State Review Board accepts the nomination, it recommends that the State Historic Preservation Officer or designee sign it and forward it to the Keeper of the National Register of Historic Places in Washington, D.C. If the Board of Historic Resources accepts the nomination, it lists the property on the Virginia Landmarks Register at that time. If a majority of property owners object, however, the property will not be listed. After the meeting, DHR staff informs all property owners by letter of the board's recommendations.
10. The National Park Service, on receipt of the nomination, logs it in. At the end of a 45-day review period, the National Park Service informs DHR that the property has been listed on the National Register of Historic Places, and DHR staff notifies the property owner by letter. If the keeper cannot list the property because of a problem with documentation, DHR seeks to resolve that issue to bring about the property's listing. In the case of owner objection, if the keeper determines that the property is eligible for listing, the documentation will be accepted and the property determined eligible but not listed.
11. If the State Review Board does not accept the nomination because it concludes that the property does not meet the criteria for listing, the applicant may appeal to the keeper for review and approval of the nomination.